



## Volunteer Position Description

### Membership Volunteer

<i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i>	
<b>Work Location</b>	231 G St. Suite 22, Davis, CA 95616
<b>Position Grade</b>	<b>3</b> ; background check includes Criminal Background and Social Security Number Verification
<b>Purpose of the Position</b>	Assist with all aspects of the membership department's activities
<b>Volunteer Responsibilities</b>	<ul style="list-style-type: none"> <li>Assist with maintaining the membership database</li> <li>Assist with processing new members, screening and accepting new applications and sending new member packets</li> <li>Assist with processing member renewals by mail and online</li> <li>Request information from members via phone and email</li> <li>Research opportunities for corporate partnerships and contact companies and organizations</li> <li>Draft correspondence for outreach to potential partners</li> <li>Help inventory and update HSVMA marketing materials</li> </ul>
<b>Level of Difficulty</b> <b>1=easy/5=demanding</b> (physical, mental, emotional)	<ul style="list-style-type: none"> <li>Physical difficulty is level 1; work occurs in an office setting</li> <li>Mental difficulty is level 3; requires strong communication skills and the ability to use good judgment when working independently</li> <li>Emotional difficulty is level 2; the volunteers will be exposed to some emotionally-distressing issues at a minimal level</li> </ul>
<b>Expected Environmental Conditions</b>	Pet-friendly office environment
<b>How Often Volunteers Work On-site</b>	On-site work will be expected and other work situations will be considered on a case-by-case basis.
<b>Orientation/Training</b>	Volunteer will be given an orientation on the organization and will be trained on the particular aspects of the role.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>Learn about association membership</li> <li>Foster an understanding of animal protection issues</li> <li>Learn about The HSUS's major campaigns, programs, and mission</li> </ul>
<b>Position Start Date</b>	Flexible
<b>Initial Minimum Commitment</b>	At least 10 hours per week for three months
<b>Scheduling Guidelines</b>	During standard business hours (Monday-Friday, 9 am-5:30 pm)
<b>Qualifications/Requirements for Volunteer Applicants</b>	<ul style="list-style-type: none"> <li>Proficient with Microsoft Office</li> <li>Strong communication, interpersonal and organization skills</li> <li>Able to work well independently and use good judgment</li> <li>Prior office experience</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>Must be able to learn and follow all guidelines and policies of The HSUS and HSVMA, and follow directions given by staff</li> <li>Must submit the required paperwork and pass a background check before being assigned</li> </ul>
<b>Tools/Equipment Provided</b>	Standard office equipment including a computer and access to the Internet

<b>(including Personal Protective Equipment)</b>	
<b>Optional Tools/Equipment</b>	n/a
<b>Supervisor(s)</b>	Member Benefits & Services Director
<b>Number of Concurrent Volunteer Openings</b>	1-2 individual volunteers
<b>Additional Information</b>	
<b>Updated</b>	1.20.2015